



MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS International Registration Plan

Annual License Plate Renewal Instructions

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IMPORTANT NOTES

USERID & PASSWORD

To file online, you must have a userID and password. If you do not have a userID and password, e-mail contactmcs@modot.mo.gov

If you have forgotten your password, go to the log in page www.modot.org/mce and click on the orange button on that page. Follow the instructions to reset your password.

If you have forgotten your password,
[Click Here](#)

GETTING BACK TO WHERE YOU LEFT OFF

If you exit MoDOT Carrier Express at any time during a transaction, and the renewal is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function (see page 18) to return to the last saved page.

BACK BUTTON

Do not use your browser's "back" button. Using the back button or arrow will end your MoDOT Carrier Express session. You would then log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

PRISM ERROR MESSAGES – Gray boxes with error messages will pop up when information in MoDOT Carrier Express does not agree with information held by the FMCSA.

To update an MCS 150 – update electronically at www.safersys.org or download a paper copy at www.modot.org/mcs/irp/index and fax, e-mail, or mail it to MoDOT. MCS-150s must be updated at least once every 18 months. Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information. If you have questions about error messages, call our office toll-free at 1-866-831-6277.

Our Contact information:

MoDOT Motor Carrier Services
1320 Creek Trail Drive
PO Box 893
Jefferson City, MO 65102-0893

Toll-Free: 1-866-831-6277
Local: 573-751-7100

E-mail: contactmcs@modot.mo.gov

1. Log on - www.modot.org/mce

Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

Sign in to begin using MoDOT Carrier Express.

User ID:

Password:

If you have forgotten your password, [Click Here](#)

System Status messages will go here. If there are none this area will be blank.

Welcome to MoDOT Carrier Express

- Don't have a Customer ID and password? Visit www.modot.org/mcs/MotorCarrierExpress.htm to send a request.
- **MoDOT Carrier Express works with Internet Explorer 6.0 and 7.0.** (If using IE 7.0, turn off the built-in pop-up blocker). Other web browsers cannot support MoDOT Carrier Express programming.
- [General Information](#) about system requirements and system instructions on Motor Carrier Services web site.
- If you need to access a transaction you started, but did not finish, see the instructions for Supplement Continuance on the main page of our Web site www.modot.org/mcs
- MCS accepts e-Check, Visa, MasterCard, American Express and Discover. Convenience fees apply. [Click here](#) for more information.

MoDOT Motor Carrier Services
1320 Creek Trail Drive, PO Box 893
Jefferson City, MO 65102-0893
1-866-831-6277
e-mail: contactMCS@modot.mo.gov

- a. Enter your userID and password. Click on **SIGN IN**
2. The **Welcome to the MoDOT Carrier Express** page appears.
This page contains links for various activities and information pages.

State of Missouri
Motor Carrier Services

CONTACT | JOBS | NEWS | SITEMAP

My Portal Edit My Profile ? Log Out

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS

Welcome to the MoDOT Carrier Express!

Account Name: Customer ID: USDOT Number:

Click on the link below to take you to the appropriate tab to begin a transaction.

Click here to begin any of the IRP activities below:

- Add a vehicle to your fleet (Select Supplement, Add Vehicle)
- Transfer a plate (Select Supplement, Add Vehicle & Transfer)
- Replace a plate (Select Supplement, Replace Plate)
- Renew your plates (Select, Renewal)
- Reprint a cab card (Select, Reprint)
- Correct cab card info (Select, Supplement, Cab Card Correction)
- Continue an unfinished transaction (Select Supplement Continuance)

Click here to View IRP information below:

- Active vehicles (Select Fleet Active Vehicles)
- Deleted vehicles (Select Fleet Deleted Vehicles)
- Information for a specific vehicle (Select Vehicle)
- Weight groups (Select Weight Group)
- Status of your current license year transactions (Select Supplement)
- Current license year jurisdictions/mileage (Select Fleet Mileage)

Click here to begin any of the IFTA activities below:

- File or amend a quarterly tax return (Select Quarterly Tax Return)

Click on the transaction below for Payment activity:

- [Pay bill](#)
- [View your account balances](#)
- [Reprint an open bill](#)

Click here to begin any of the OSOW activities below:

- New permit (Select New)
- Recall or view last saved permit (Select Open Last)
- Update Vehicle Information (Select Vehicle Units)
- View open permit applications

Click here to begin an INTRASTATE AUTHORITY activity:

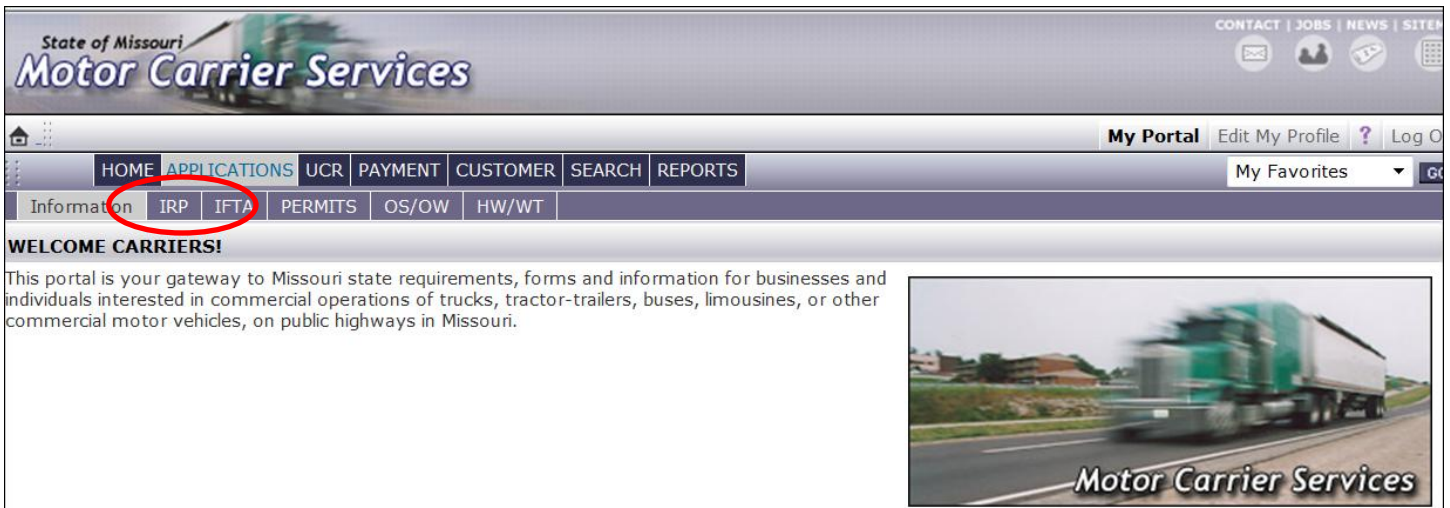
- Renew to obtain intrastate decals (Select Intrastate Regulatory, Renewal)

Click here to begin any of the UCR activities below:

- New or renewal registration
- Continue an unfinished registration

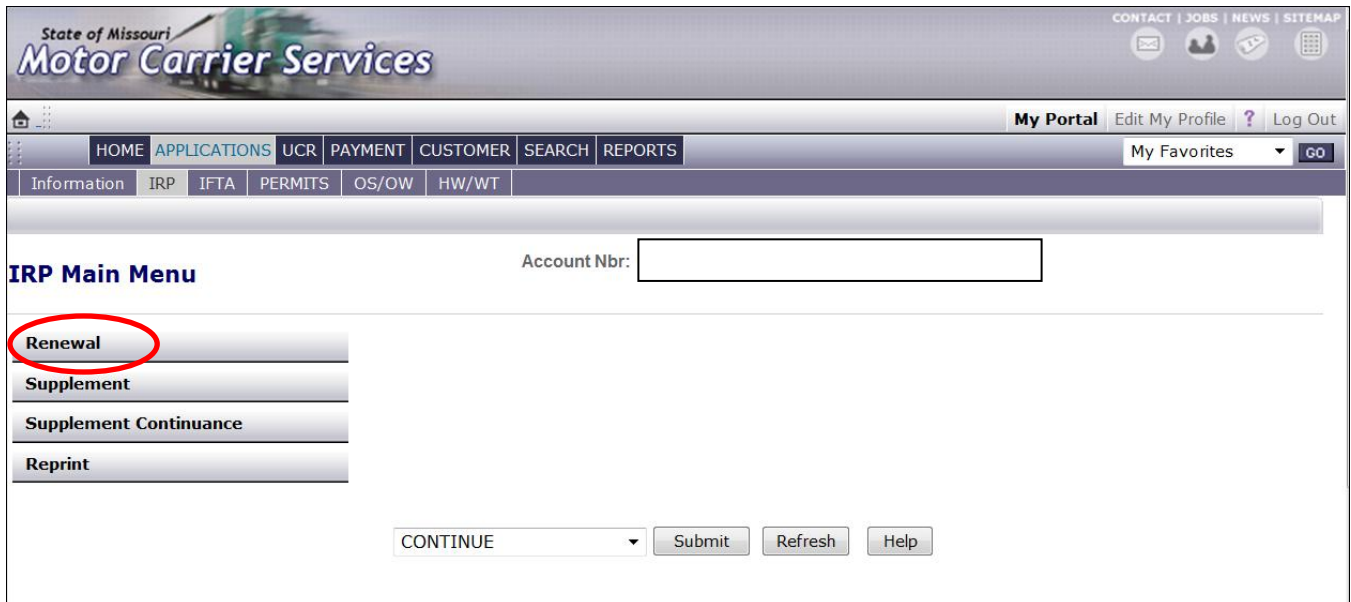
- a. To proceed with your IRP renewal, click on **APPLICATIONS**

3. The **Motor Carrier Services Program Information** page appears.



a. Click on the **IRP** tab

4. The **IRP Main Menu** page appears



- Click on **RENEWAL**. Fill in account information.
- Enter the **FLEET NUMBER**
- Enter the **current EXPIRATION MONTH AND YEAR**
- If you already have the "Bluebird" license plates, ignore the **REPLACE PLATES** option.
- Click **SUBMIT**

5. The **IRP Account** page appears

Account

Account Nbr:

Supp Nbr: 0000

RENEW FLEET

USDOT Information

USDOT NBR:

TPID: 431591786

MCS150 DATE: 10/01/2009

USDOT/TIN Mismatch Override:

Carrier Operation Type Override:

Account Information

CARRIER NAME: ROBERT L SOLE

ACCOUNT STATUS: 0 - ACTIVE/OPEN

DBA Name:

BUSINESS ADDR:

ZIP:

CITY:

STATE: MO - MISSOURI

COUNTY:

MAILING ADDR:

ZIP:

CITY:

STATE: MO - MISSOURI

CONTACT NAME:

PHONE NBR:

T:

FAX NBR: () -

E-MAIL ADDR:

IFTA ACCOUNT:

CONTINUE

Submit

Refresh

Inquiry

[Click Here to Access SAFER](#)

Note: Proceed from field to field with the TAB button on your keyboard

a. Update with changes as needed. For further information see definitions below:

US DOT NBR	The carrier's USDOT Number defaults to the Registrant/Motor Carriers number. If this number is incorrect at the Registrant/Motor Carrier level please stop processing and contact Motor Carrier Services if changes are needed.				
TPID	<div> <div>The carrier's Tax ID number defaults to the Registrant/Motor Carriers TAX ID number. If this number is incorrect please stop processing and contact Motor Carrier Services if changes are needed.</div> <div>Types of the TAX ID:</div> <table> <tr> <td>E-FEIN</td><td>Federal Employment Identification Number</td></tr> <tr> <td>S-SSN</td><td>Social Security Number</td></tr> </table> </div>	E-FEIN	Federal Employment Identification Number	S-SSN	Social Security Number
E-FEIN	Federal Employment Identification Number				
S-SSN	Social Security Number				
ACCOUNT STATUS	The current status of the account.				
CARRIER NAME	Carrier's legal business name defaulted to the name provided at the common customer level and cannot be updated from this screen. Please stop processing and contact Motor Carrier Services if changes are needed.				
BUSINESS ADDR	Carrier's business is physically located, including the county. The physical address must be in the base jurisdiction.				
MAILING ADDR	Enter the address for correspondence and other documents. Include 4 digit zip code				
CONTACT NAME	Enter the name of the person to contact concerning this account.				
PHONE NBR	Enter the contact's phone number.				
FAX NBR	Enter a fax number if applicable.				
E-MAIL ADDR	Enter an email address if applicable.				

- b. Click **SUBMIT**
- c. Check for errors, click **SUBMIT** again to confirm

6. The Renew Fleet page appears

Renew Fleet		Account Nbr: <input type="text"/>	Supp Nbr: 0000	RENEW FLEET
USDOT Information				
USDOT NBR: <input type="text"/>	TIN: <input type="text"/>	MCS150 DATE: <input type="text"/>		
USDOT/TIN Mismatch Override: <input checked="" type="checkbox"/>	MCS150 Date Override: <input type="checkbox"/>	Carrier Operation Type Override: <input type="checkbox"/>		
Fleet Information				
FLEET NBR: 1	FLEET STATUS: 0 - ACTIVE			
EFFECTIVE DATE: <input type="text"/>	EXPIRATION DATE: <input type="text"/>			
FLEET TYPE: <input type="text"/>	LEASE RENTAL NBR: <input type="text"/>	COMMODITY CLASS: <input type="text"/>		
RGSTRNT NAME: <input type="text"/>	RGSTRNT PHONE NBR: <input type="text"/>		EXT: <input type="text"/>	
- DBA Name: <input type="text"/>				
BUSINESS ADDR: <input type="text"/>	CITY: <input type="text"/>			
CITY: <input type="text"/>	STATE: MO - MISSOURI	ZIP: <input type="text"/>		
MAILING ADDR: <input type="text"/>	CITY: <input type="text"/>	STATE: MO - MISSOURI	COUNTY: <input type="text"/>	
CITY: <input type="text"/>	ZIP: <input type="text"/>			
Alt Shipping Addr:				
Contact Info:				
CONTACT NAME: <input type="text"/>				
PHONE NBR: <input type="text"/>	EXT: <input type="text"/>	FAX NBR: <input type="text"/>		
E-MAIL ADDR: <input type="text"/>				
One-Way Rental:				
Establish Place of Business Documents:				
<input type="checkbox"/> PPTR	<input type="checkbox"/> MO TITLE	<input type="checkbox"/> MO DL	<input type="checkbox"/> MO CORP	<input type="checkbox"/> UTILITY BILL
<input type="checkbox"/> REPTR	<input type="checkbox"/> MO TAX RETURN	<input type="checkbox"/> FED TAX RETURN	<input type="checkbox"/> OTHER	
<input type="button" value="CONTINUE"/> <input type="button" value="Submit"/> <input type="button" value="Refresh"/> <input type="button" value="Inquiry"/> <input type="button" value="Help"/> Click Here to Access SAFER				

Note: Proceed from field to field with the TAB button on your keyboard

a. Update with changes as needed. For further information see definitions below:

EFFECTIVE DATE	Defines the beginning of the fleet's registration year.														
EXPIRATION DATE	Defines the ending of the fleet's registration year.														
FLEET TYPE	Defines the type of authority the registrant already has or the property and type of commodities the registrant/account holder plans to haul. <table><tr><td>FLEET TYPE</td></tr><tr><td>PVT = Private</td></tr><tr><td>FHE = For Hire Exempt</td></tr><tr><td>FOR = For Hire</td></tr><tr><td>FHR = For Hire Rental</td></tr><tr><td>FHL = For Hire Leased</td></tr><tr><td>PVR = Private Rental</td></tr></table>	FLEET TYPE	PVT = Private	FHE = For Hire Exempt	FOR = For Hire	FHR = For Hire Rental	FHL = For Hire Leased	PVR = Private Rental							
FLEET TYPE															
PVT = Private															
FHE = For Hire Exempt															
FOR = For Hire															
FHR = For Hire Rental															
FHL = For Hire Leased															
PVR = Private Rental															
COMMODITY CLASS	Select the appropriate commodity class as determined by the type of authority or the type of property and type of commodities the registrant/account holder plans to haul. <table><tr><td>FLEET TYPE</td><td>COMMODITY CLASS</td></tr><tr><td>PVT</td><td>ALL, LOGS, PASSENGER</td></tr><tr><td>FHE</td><td>EXEMPT</td></tr><tr><td>FOR</td><td>ALL, PASSENGER, HOUSEHOLD GOODS</td></tr><tr><td>FHR</td><td>ALL, EXEMPT</td></tr><tr><td>FHL</td><td>ALL</td></tr><tr><td>PVR</td><td>ALL</td></tr></table>	FLEET TYPE	COMMODITY CLASS	PVT	ALL, LOGS, PASSENGER	FHE	EXEMPT	FOR	ALL, PASSENGER, HOUSEHOLD GOODS	FHR	ALL, EXEMPT	FHL	ALL	PVR	ALL
FLEET TYPE	COMMODITY CLASS														
PVT	ALL, LOGS, PASSENGER														
FHE	EXEMPT														
FOR	ALL, PASSENGER, HOUSEHOLD GOODS														
FHR	ALL, EXEMPT														
FHL	ALL														
PVR	ALL														
RGSTRNT PHONE NBR	Enter the Registrants phone number. Must be a Missouri number														
BUSINESS ADDR	Enter the Missouri address where the registrant/motor carrier has an established place of business.														
MAILING ADDR	Enter the mailing address where the registrant/motor carrier desires his/her credentials mailed.														
CONTACT INFO	Enter the Contact Name, Phone Number, Fax Number and Email address of the individual responsible for the completion of the application and who is familiar with the requirements.														
ALT SHIPPING ADDR - optional	Alternate Shipping Address. If a special shipping address (for receiving credentials) applies, enter this address in the fields displayed under ALT SHIPPING ADDR.														
ONE-WAY RENTAL – One Way Fleets Only	If the vehicles in this fleet are used for one-way rentals, enter the appropriate mileage and vehicle information in the fields displayed under ONE-WAY RENTAL.														

b. Click **SUBMIT**; If there are no errors, click **SUBMIT** again to confirm

7. The IRP Mileage page appears

IRP Mileage

Account Nbr: 4638 ROBERT L. SOLE Fleet Nbr: 1 Exp MM/YR: 12/2011
 Supp Nbr: 0000 RENEW FLEET USDOT Nbr: 1299833

Check When

☐ Use MO Estimated Miles for Estimated Jurisdictions # of Power Units: ☐ Apply for Scope of Operation Approval - Detail Route Information Required

☒ Check To Verify If States Are Contiguous To Each Other (Subtract power units that are not being renewed from the count above.)

Mileage Types: A=Actual E=MO Estimated/Scope N=No Operation

JUR	Type	Mileage	Month	Year	Percentage
AL	E	<input type="text"/>	01	06	
AR	E	<input type="text"/>	01	06	
FL	E	<input type="text"/>	01	06	

- Enter the number of power units being renewed
- Enter the ACTUAL mileage for each jurisdiction for specified reporting period
- Indicate the TYPE for each jurisdiction in the renewal

A = Actual mileage for reporting period and registration renewal requested

N = Actual mileage for reporting period and do not renew registration for this jurisdiction

E = Estimate mileage – no actual miles to report and registration requested
 (computer generates the appropriate estimated mileage)

- Enter the jurisdictions (states and provinces) using one of the following methods:
 - USE MO ESTIMATED MILES FOR ESTIMATED JURISDICTIONS** – Check to use estimated mileage when you want to register to operate in an area where you have no actual miles to report for the reporting period.
 - APPLY FOR SCOPE OF OPERATION APPROVAL - DETAILED ROUTE INFORMATION REQUIRED** - Check to use estimated mileage. A route description including route distance, the number of vehicles taking the route and the number of trips planned is required. IF MoDOT DOES NOT FIND THE ROUTE REASONABLE, MILEAGE WILL BE CHANGED TO MISSOURI ESTIMATED MILES. See Estimated Mileage Chart at www.modot.org/mcs/irp.
- CHECK TO VERIFY IF STATES ARE CONTIGUOUS TO EACH OTHER** – Check this box to verify that all of the jurisdictions selected create a path to all selected jurisdictions.
- If additional jurisdictions are desired, enter the postal abbreviation of each in the JUR column. To avoid common errors, find postal abbreviations at www.usps.com.
- Click **SUBMIT**. The system calculates mileage and displays the totals at the bottom right hand corner.

If you checked **MO ESTIMATED MILES**, and are not using Scope of Operation, click **SUBMIT**. Repeat **SUBMIT** until the next screen appears. Proceed to Step 8.

If you checked **APPLY FOR SCOPE OF OPERATION** a route entry screen appears after the mileage screen.

[illegible]

- Enter the **Description of Route** for all estimated jurisdictions in 60 characters or less.
 - Enter the **Distance** of one trip in that jurisdiction.
 - Enter the **No. (#) of Vehicles** that will make that trip.
 - Enter the **No. (#) of Trips** that will be made in the upcoming registration period
1. Click **SUBMIT**
 2. Click **SUBMIT** to confirm
 3. Click **SUBMIT**. You will receive a JURISDICTIONS OKAY message
 4. Click **SUBMIT** again to confirm (a total of four times)

8. The **Weight Group Selection** page appears. If no changes are needed, click **SUBMIT**.
Weight group changes are not usually made during the renewal process. If you need to perform this rare function, follow the directions below. Otherwise, do not check any boxes before submitting and proceed to Step 9.

Motor Carrier Services

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS SAFETY AND COMPLIANCE

Information IRP IFTA PERMITS CVIEW OS/OW HW/WT WORKLIST Pending Insurance

Weight Group Selection Account Nbr: 4638 ROBERT L SOLE Fleet Nbr: 1 Exp MM/YR: 12/2011
Supp Nbr: 0000 RENEW FLEET USDOT Nbr: 1299833

SEL	WEIGHT GROUP	MISSOURI WEIGHT	WEIGHT GROUP TYPE	No of Vehicles
<input type="checkbox"/>	1	80000	P - Power Unit	
<input type="checkbox"/>	2	80000	P - Power Unit	

CLICK SUBMIT TO CONTINUE RENEWAL OR SELECT WGT GROUP TO UPDATE WGTS - PAGE 1 OF 1

CONTINUE Submit Quit Refresh Inquiry Help

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS MY SETTINGS

Information IRP IFTA PERMITS CVIEW OD/OW HW/WT WORKLIST Pending Insurance

Weight Group Selection Account Nbr: 10830 MISSOURI DEPARTMENT OF TRANSPORTATION Fleet Nbr: 1 Exp MM/YR: 9/2009
Supp Nbr: 0000 RENEW FLEET USDOT Nbr: 3523751

SEL	WEIGHT GROUP	MISSOURI WEIGHT	WEIGHT GROUP TYPE
<input type="checkbox"/>	1	80000	P - Power Unit

CONTINUE Submit Quit Refresh Inquiry Help

WEIGHT GROUP NUMBER: 1

JR WEIGHT	JR WEIGHT	JR WEIGHT	JR WEIGHT	JR WEIGHT	JR WEIGHT	JR WEIGHT	JR WEIGHT	JR WEIGHT	JR WEIGHT	JR WEIGHT	JR WEIGHT	JR WEIGHT	JR WEIGHT	JR WEIGHT	
AL	CT	IA	24000	KY	26000	MI	ND	WV	PA	TX	24000	WI	MB	ON	AK
AR	24000	DC	ID	LA	26000	MN	NE	WY	RI	UT	WV	MS	ME	PE	MX
AZ	DE	IL	26000	MA	MS	NH	NH	OH	SC	VA	WY	NL	QC		
CA	FL	IN	ND	MT	NJ	OK	24000	SD	VT	AB	NS	SK			
CO	GA	KS	24000	ME	NC	NM	OR	TN	26000	WA	BC	NT	YT		

CHANGE OR ADD A WEIGHT GROUP

Amending/Changing a Weight Group

- 1) Check the weight group you want to change and click **SUBMIT**
- 2) Change weights as needed for each jurisdiction.
- 3) Click **SUBMIT**
- 4) If there are no errors, click **SUBMIT** to confirm.
- 5) The Weight Group Selection Screen appears again
- 6) Click **SUBMIT** to continue.
- 7) The Vehicle Selection Menu screen appears. See step 9

Adding a new weight group

- 1) Choose from the drop-down list **ADD WEIGHT GROUP** and click **SUBMIT**.
- 2) Choose a Weight Group Type from the drop-down list by selecting
P= power unit, T= trailer, B= bus.
Choose the appropriate Missouri Gross Weight from the drop-down list.
Comparable weights for other jurisdictions will appear and can be modified.
- 3) Click **SUBMIT**
- 4) If there are no errors, click **SUBMIT** to confirm.
- 5) The Weight Group Selection screen appears again.
- 6) Click **SUBMIT** to continue
- 7) The Vehicle Selection Menu screen appears. See Step 9.

9. The Vehicle Selection Menu page appears

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS			
Information IRF IFTA PERMITS OS/OW HW/WT			
Vehicle Selection Menu		Account Hbr: 10830 Supp Hbr: 0000	MISSOURI DEPARTMENT OF TRANSPORTATION RENEW FLEET Fleet Hbr: 1 USDOT Hbr:
REPLACE POWER UNIT PLATES: <input type="checkbox"/> NO CHARGE REPLACE TRAILER PLATES: <input type="checkbox"/> NO CHARGE AUGUST 28TH "MCS RECOMMENDS REPLACING EXISTING PLATES WITH THE NEWLY DESIGNED MISSOURI LICENSE PLATES"			
<div> <div>Straight Renewal</div> <div>Delete Vehicle(s)</div> <div>Amend Vehicle(s)</div> </div>			
<div> <div>CONTINUE</div> <div>Submit</div> <div>Quit</div> <div>Refresh</div> </div>			

Note: Verify that all outstanding supplements are final before processing the renewal. All supporting documents and payments for supplements must be complete. Vehicle transactions that are not final at the time of invoice will result in vehicles that are not included in the renewal. These must be invoiced separately.

Note: To replace old license plates with the Bluebird design at no charge, check the power unit and/or trailer box.

STRAIGHT RENEWAL Instructions on P. 10	Use these instructions when there are absolutely no amendments (changes) or deletions to any vehicles in the renewal.
DELETE VEHICLE(S) Instructions on P. 11	Use these instructions to remove equipment from the fleet to be renewed.
AMEND VEHICLE(S) Instructions on P. 12	Use these instructions to enter the correct USDOT and TAX ID numbers of the motor carrier responsible for the safety of each vehicle and when any equipment requires updating, such as a unit number, ownership, title number, unladen weight, purchase date or price, weight changes, etc. This information must be correct.

a. **STRAIGHT RENEWAL PROCESSING**

This process is used when there are no changes or deletions to any units.

- Click **STRAIGHT RENEWAL**
- The **IRP Billing** page appears

The screenshot shows the 'IRP Billing' page for the Missouri Department of Transportation. The page has a navigation bar at the top with tabs: HOME, APPLICATIONS, PAYMENT, CUSTOMER, SEARCH, and REPORTS. Below this is a sub-navigation bar with tabs: Information, IRP, IFTA, PERMITS, OS/OW, and HW/WT. The main content area is titled 'IRP Billing' and includes the following information:

- Account Ibr: 10830, Supp Ibr: 0000
- MISSOURI DEPARTMENT OF TRANSPORTATION
- STRAIGHT RENEWAL
- Fleet Ibr: 1, USDOT Ibr: 9898989
- Supplement Status: O - OPEN
- Effective Date: 10/01/2009
- Receipt Date: 05/04/2009
- Billing Date:
- Invoice Date:
- TVR Ind: ☐ TVR Ibr of Days: 0
- REG MONTHS: 12
- NBR OF VEHICLES: 3

The fee schedule is as follows:

Fee	Amount
IRP Fee:	0.00
Mo Schedule I Fee:	0.00
Mo Schedule II Fee:	0.00
Cab Card Fee:	0.00
Replace Tag Fee:	0.00
Grade Crossing Fee:	0.00
Transfer Fee:	0.00
Revenue Transfer Fee:	0.00
Late Filing Penalty:	0.00
Late Pay Penalty:	0.00
Total Due:	0.00
Credit Applied:	0.00
Net Amount Due:	0.00

The 'Delivery Options' dropdown menu is open, showing the following options:

- V - Preview
- E - Email
- F - Fax
- V - Preview

At the bottom of the page, there is a 'CONTINUE' button and a 'Submit' button.

- Choose a delivery option (fax or e-mail) to receive your detailed billing and invoice. Enter your fax number or e-mail address in the required field. Be sure the typed information is correct.
- To send invoices to your Report List (see the tabs at the top of the screen), choose Preview. Click on Report List for a complete list of stored documents.
- Click **SUBMIT** to calculate the fees due
- Click **SUBMIT** to confirm

NOTE: Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice. Refer to page 18-20 of this booklet for the online payment process. Payments must be postmarked by the payment due date or late payment penalties apply.

(See page 21 for the application and payment schedule.)

b. DELETE VEHICLE(S) RENEWAL PROCESSING

Use this process to remove equipment from the renewal application.

- Click on **DELETE VEHICLE**
- The Delete Vehicle selection menu appears

HOMEAPPLICATIONSPAYMENTCUSTOMERSEARCHREPORTS

My FavoritesGO

InformationIRPIFTAPERMITSOS/OWHW/WT

Delete Vehicle

Account Hbr: 10830
Supp Hbr: 0000

MISSOURI DEPARTMENT OF TRANSPORTATION
STRAIGHT RENEWAL

Fleet Hbr: 1
USDOT Hbr: 9898989

Exp MM/YR:

Delete Vehicle Information

Vehicle Control:

Vehicle Processed:

SEL	Unit No	Plate	VIN	Year	Make	Owner	Delete Reason	Plate Surrendered	Written Statement	Approved	Refund Letter	No Credit
<input type="checkbox"/>	2207	872277	1JJE482S3WL382207	1998	WANC	TERRY P BROWN SR	O - Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U - Vehicle Used	<input type="checkbox"/>
<input type="checkbox"/>	4625	A49823	1FUYS7EB0YLB74625	2000	FRHT	TERRY P BROWN SR	O - Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U - Vehicle Used	<input type="checkbox"/>
<input type="checkbox"/>	9703	872857	1GRAA9627PW029703	1992	GDAN	CONTRACT TRAILER	O - Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U - Vehicle Used	<input type="checkbox"/>

PAGE 1 OF 1

CONTINUE

Submit

Return

Refresh

Help

Complete screen as follows:

VEHICLE CONTROL	Enter the number of vehicles to be deleted
SELECT (SEL)	Check only the boxes next to the units to be deleted
DELETE REASON	Select one of the following delete reasons: J – Junked L - Leased S - Sold W - Wrecked R - Repossession T - Out of Service O - Other

Click **SUBMIT** to continue

- When all vehicles are amended and/or deleted, choose **BILLING** from the drop down menu and click **SUBMIT**.
- The IRP Billing page appears

c. AMEND VEHICLE RENEWAL PROCESSING

Use this process to enter the correct USDOT and TAX ID numbers of the motor carrier responsible for the safety of each vehicle and to update any equipment information such as unit numbers, ownership, purchase dates, title number, unladen weight, purchase price, weight changes, etc.

- Click on **AMEND VEHICLE**
- The **Amend Vehicle Selection** page appears

The screenshot shows the 'Amend Vehicle' page. At the top is a navigation bar with tabs: HOME, APPLICATIONS (selected), PAYMENT, CUSTOMER, SEARCH, and REPORTS. Below this is a sub-navigation bar with links: Information, IRP, IFTA, PERMITS, OS/QW, and HW/WT. The main content area displays the title 'Amend Vehicle' on the left. To its right, account information is shown: 'Account Ibr: 10830', 'Supp Ibr: 0000', 'MISSOURI DEPARTMENT OF TRANSPORTATION', 'STRAIGHT RENEWAL', 'Fleet Ibr: 1', and 'USDOT Ibr: 9898989'. Below this, there are three input fields: 'VEHICLE CONTROL:' with a dropdown menu showing '1', 'VEHICLES AMENDED: 0', 'PLATE:' with an empty text box, 'VIN:' with an empty text box, and 'UNIT:' with a dropdown menu showing '2207'. At the bottom, there is a dropdown menu labeled 'CONTINUE' and four buttons: 'Submit', 'Quit', 'Refresh', and 'Help'.

Complete the screen using the information in this table:

- Type the number of vehicles to be amended in the **VEHICLE CONTROL** field.
- Type EITHER the first vehicle's plate number, VIN number or Unit number in the corresponding field. Use only ONE of the three (plate, VIN or unit) fields.

- Click **SUBMIT** to continue
- The **Amend Vehicle** page appears. Update the information on the vehicle
- Click **SUBMIT**
- If there are no errors, click **SUBMIT** to confirm

NOTE: If you are processing more than one vehicle, the control screen appears each time you finish processing a vehicle so that you can process the next one. If necessary, you can change the vehicle control number when this screen appears.

- When all vehicles are amended and/or deleted, choose **BILLING** from the drop down menu and click **SUBMIT**
- The **IRP Billing** page appears

IRP Billing

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS	
Information IRP IFTA PERMITS OS/OW HW/WT	
<div> <div>IRP Billing</div> <div> Account Ibr: 10830 Supp Ibr: 0000 </div> <div> MISSOURI DEPARTMENT OF TRANSPORTATION STRAIGHT RENEWAL </div> <div> Fleet Ibr: 1 USDOT Ibr: 9898989 </div> </div>	
<div> IRP Fee: 0.00 Mo Schedule I Fee: 0.00 Mo Schedule II Fee: 0.00 Cab Card Fee: 0.00 <input type="checkbox"/> Replace Tag Fee: 0.00 <input type="checkbox"/> Grade Crossing Fee: 0.00 <input type="checkbox"/> Transfer Fee: 0.00 <input type="checkbox"/> Revenue Transfer Fee: 0.00 <input type="checkbox"/> Late Filing Penalty: 0.00 <input type="checkbox"/> Late Pay Penalty: 0.00 <input type="checkbox"/> <hr/> Total Due: 0.00 Credit Applied: 0.00 Net Amount Due: 0.00 </div>	<div> <div> Waive Trailer Fee: <input type="checkbox"/> </div> <div> Supplement Status: O - OPEN Effective Date: 10/01/2009 Receipt Date: 05/04/2009 Billing Date: Invoice Date: TVR Ind: <input type="checkbox"/> TVR Ibr of Days: 0 </div> <div> REG MONTHS: 12 NBR OF VEHICLES: 3 </div> </div>
<div> Delivery Options: <div> V - Preview E - Email F - Fax V - Preview </div> </div>	
<div> <div>CONTINUE</div> <div>Submit</div> <div>Quit</div> <div>Refresh</div> <div>Help</div> </div>	

- Choose a **DELIVERY OPTION** (fax or e-mail) to receive your detailed billing and invoice. Enter your fax number or e-mail address in the required field. Be sure the typed information is correct.
- To send invoices to your Report List (see the tabs at the top of the screen), choose Preview. Click on Report List for a complete list of stored documents.
- Click **SUBMIT** to calculate the fees due
- Click **SUBMIT** to confirm

NOTE: Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice. Refer to page 18-20 of this booklet for the online payment process. Payments must be postmarked by the payment due date or late payment penalties apply.

(See page 20 for the application and payment schedule.)

WHAT YOU NEED TO KNOW BEFORE MAKING AN ONLINE PAYMENT

Credit/Debit Card

MoDOT Motor Carrier Services accepts Visa, MasterCard, American Express, and Discover.

Convenience Fee

A convenience fee, charged by the card processing company, is added to each transaction. The fees are based on the amount of the transaction, see table below:

Transaction Dollar Amount	Convenience Fee
0-\$33	\$1.00
\$33.01-\$100	3%
\$100.01-\$250	2.95%
\$250.01-\$750	2.85%
\$750.01-\$1000	2.80%
\$1000.01-\$1500	2.75%
\$1500.01-\$2000	2.70%
\$2000.01and up	2.60%

Security Code (CV2)

The security code, also known as a CV2, is a three-digit number printed on the signature section on the back of the card. Enter the security code in the box marked "**CV2**". It is a required field.

If you pay in person or by phone, the MoDOT agent will ask for the code.

Get Fee

Use the Get Fee button to calculate the exact amount of the convenience fee. When the fee appears, you can apply payment.

Using e-check

Pay directly from a checking account. The convenience fee for this service is 60 cents, regardless of the transaction amount.

PROCESSING AN ONLINE PAYMENT

Click on the **PAYMENT** tab and choose **PAYMENT SYSTEM**

The screenshot shows the online payment system interface. The top navigation bar includes tabs: HOME, APPLICATION, **PAYMENT** (highlighted with a red circle), CUSTOMER, SEARCH, and REPORTS. Below the navigation bar, there are sub-tabs: Payment System, Invoice Management, Account Summary, and Bulk Invoice Payment. The main content area is divided into two sections: Current Customer Information and Invoice List. The Current Customer Information section displays: Customer ID: 50279, Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION, and USDOT: 9898989. The Invoice List section has a dropdown menu for status, currently set to "-- status --". Below the dropdown, it says "18 items found, displaying 1 to 10. [First/Prev] 1". A table lists invoices with columns: Description, ID, Status, Balance, and Date/Time. The first row shows: IRP\000012327\01\03\2010\0000, 745182, INVOICED, \$3084.48, and 2009/05/07 10:27:27. A red box labeled "Invoice Status" points to the status dropdown. A red box labeled "Invoice ID" points to the ID 745182 in the table.

Description	ID	Status	Balance	Date/Time
IRP\000012327\01\03\2010\0000	745182	INVOICED	\$3084.48	2009/05/07 10:27:27

Click on the **BLUE ID NUMBER** of the invoice you wish to pay. Invoice details will appear on the right side of the screen.

USING A CREDIT OR DEBIT CARD:

The screenshot shows the online payment system interface with the Invoice Details section expanded. The Invoice ID is 745182. The Activity section shows: Acct No: 000012327, Supplement No: 0000, Fleet No: 01, Fleet Exp. Date: 03/2010, Line Item No: IRPP000012327012010030000, and Transaction Delivery Option: Preview. The Total Amount Due is \$3084.48. The Receipt Delivery Options section has a dropdown menu set to Preview. The Payment Methods section has a dropdown menu set to Credit Card / Debit Card. Below this, it says "We accept MasterCard, American Express, Discover, and Visa." The Card Type section has radio buttons for American Express, Discover, and Visa (selected). The Name on Credit Card, Expiration Date, and Credit Card Number fields are present. The CV2 field is also present. The Apply Payment and Get Fee buttons are at the bottom. A red box labeled "Invoice Details" points to the Invoice ID 745182. A red box labeled "Receipt Delivery Options:" points to the Preview dropdown. A red box labeled "Payment Methods:" points to the Credit Card / Debit Card dropdown. A red box labeled "Get Fee" points to the Get Fee button.

3. Choose a **RECEIPT DELIVERY OPTION**.

4. Choose the credit/debit card **PAYMENT METHOD**.

5. Choose the **CARD TYPE**.

6. Enter the **NAME ON THE CREDIT/DEBIT CARD**.

7. Enter the **EXPIRATION DATE** of the credit/debit card.

1. Enter the **CREDIT/DEBIT CARD NUMBER**.

2. Click **GET FEE**.

3. Click **APPLY PAYMENT**

The IRP renewal is now paid and you can retrieve a copy of the receipt via the "Receipt Delivery Option" you chose.

- If paid in full, the **Blue ID** card will change to PAID and show a \$0.00 balance.
- If partially paid, the **Blue ID** card will change to PARTIALLY PAID and show the balance due.

PAYING ONLINE WITH ELECTRONIC CHECK (e- CHECK)

The payment processing company charges a convenience fee of \$0.60 per transaction.

Current Customer Information

Customer ID: 50279
 Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION
 USDOT: 9898989

Invoice List

To retrieve invoices based on a status, choose a

18 items found, displaying 1 to 10.[First/Prev] 1

Description	ID	Status	Balance	Date/Time
IRP\000012327\01\03 \2010\0000	745182	INVOICED	\$3084.48	2009/05/07 10:27:27

Invoice Details

Invoice ID: 745182

IRP

Activity	Fee Amount
Acct No: 000012327 Supplement No: 0000 Fleet No: 01 Fleet Exp. Date: 03/2010 Line Item No: IRPP000012327012010030000 Transaction Delivery Option: Preview	\$3084.48

Total Amount Due: \$3084.48

Receipt Delivery Options:

Payment Methods:

We accept MasterCard, American Express, Discover, and Visa.

Check Type: ☒ Company Check ☐ Personal Check

Account Type: ☒ Checking Acct ☐ Savings Acct

Name on Check:

Bank Routing Number:

Account Number:

Re-Enter Account Number:

Payment Amount: \$

A convenience fee of \$0.60 will be added to the total amount of your payment if you choose to pay by E-Check.
 All convenience fees are paid to the company that processes the E-Check transactions.

Trouble finding Bank Routing Number and/or Account Number on your check? [Click Here for some help.](#)

3. Choose a RECEIPT DELIVERY OPTION.
4. Choose the E-Check PAYMENT METHOD.
5. Choose the CHECK & AMOUNT TYPE.
6. Enter the NAME ON CHECK.
7. Enter the BANK ROUTING NUMBER.
8. Enter the ACCOUNT NUMBER.
9. Re-Enter the ACCOUNT NUMBER.
10. Enter the PAYMENT AMOUNT.
11. Click APPLY PAYMENT.

The IRP renewal is now paid. You can retrieve a copy of the receipt via the Receipt Delivery Option you chose.

- If paid in full, the **Blue ID** card will change to PAID and show a \$0.00 balance.
- If partially paid, the **Blue ID** card will change to PARTIALLY PAID and show balance due

REQUIRED SUPPORTING DOCUMENTS

The following supporting documents are required.

Personal Property Tax Receipt or Waiver

Submit a legible photocopy of the current year's personal property tax receipt and/or waiver for all owned and leased vehicles. If the vehicles are not individually itemized on the receipt, you must submit a copy of the assessment form.

If submitting several receipts, you must indicate the unit numbers on the receipts and submit them in the order the units are listed on the renewal.

Heavy Highway Vehicle Use Tax

Submit a legible photocopy of the current Federal Heavy Vehicle Use Tax Receipt (IRS- Form 2290) for all owned and leased vehicles licensed for 55,000 lbs. or more.

If submitting several receipts, please indicate the unit numbers on the receipts and submit them in the order the units are listed on the renewal. All VINs must be complete, legible and agree with our records.

Titles and Leases

Legible photocopies of new titles and/or leases must be submitted when there are any ownership changes or updates to a vehicle. Please indicate vehicle unit numbers on these documents.

MCS-150 – If the last time you filed an update to your Federal Motor Carrier Identification form was more than 18 months ago, you cannot renew your registration. Update the form online or download a paper form at www.safer.fmcsa.dot.gov. You can mail or fax the paper form to MoDOT MCS.

Mailing address

MoDOT Motor Carrier Services
P O Box 893
Jefferson City, MO 65102

Physical Address (for shipping by UPS, FedEx, DHL, etc.)

MoDOT Motor Carrier Services
1320 Creek Trail Drive
Jefferson City, MO 65109

Phone

Toll-free 1-866-831-6277 or (573) 751-7100

e-mail

contactmcs@modot.mo.gov

MoDOT Motor Carrier Services Website

www.modot.org/mcs

HOW TO CONTINUE A SUPPLEMENT AFTER EXITING THE PROGRAM (SUPPLEMENT CONTINUANCE)

If you exit the program at any time during a transaction before the renewal is in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function to get back to the point where you left off.

HOMEAPPLICATIONSPAYMENTCUSTOMERSEARCHREPORTS

InformationIRPIFTAPERMITSOS/OWHW/WT

Account Nbr: 10830MISSOURI DEPARTMENT OF TRANSPORTATION

IRP Main Menu

Renewal

Supplement

Supplement Continuan**ce**

Reprint

ACCOUNT NBR: 10830

FLEET NBR: 01

EXP MM/YR: 92010

SUPP NBR: 0

Enter the month and year that the “renewed” license will expire.

CONTINUESubmitRefreshHelp

MoDOT Carrier Express holds a renewal or supplement transaction at the point of the last saved page. To resume your work, choose supplement continuance.

- 1. From the IRP Main Menu, select **SUPPLEMENT CONTINUANCE**.
- 2. Complete the screen as follows:

ACCOUNT NBR	IRP Account Number
FLEET NBR	Fill in the fleet number if needed
EXP MM/YR	Enter the month and year that the renewed license will expire.
SUPP NBR	Enter the supplement number you want to resume. Enter “0” for a renewal.

- 3. Click **SUBMIT**. The renewal will open where you left off.
- 4. Continue processing the application.

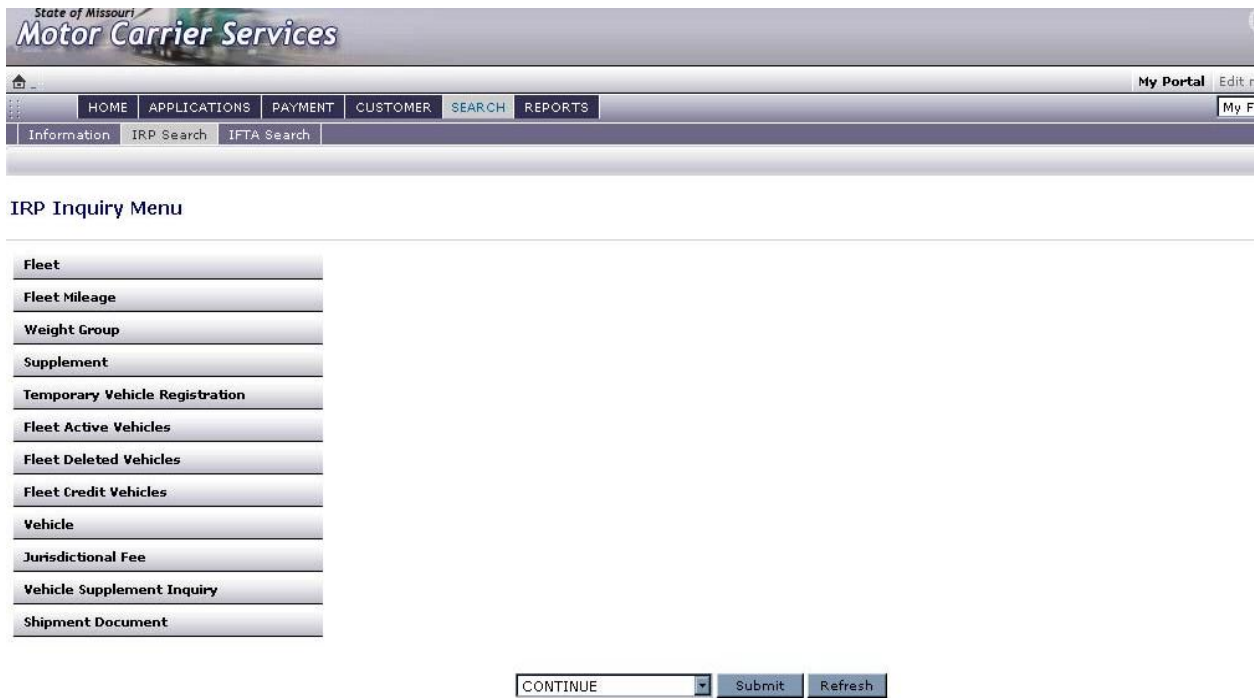
INQUIRY PROCESS

This process allows you to search (inquire/view) information in your account. You can review supplement statuses, fleet active vehicles, weight groups, etc.

You cannot process additional functions from the Inquiry function. You must return to the APPLICATIONS tab to process additional functions.

Click the **SEARCH** tab

The IRP Inquiry Menu page will display



Click on **IRP SEARCH**

Choose the option you wish to inquire from the menu on the left side of the page

Complete the screen as follows:

FLEET NBR	Enter the fleet number for the supplement you wish to continue.
EXP MM/YR	Enter the month and year of the fleet's registration period.
ALL OTHER FIELDS	Enter only one search option at a time.

Click **SUBMIT** to continue. From here you can filter through the screens as needed. Choose from drop down lists such as **RETURN** to go back to a previously viewed screen. Do not use your browser’s “back” button.

IRP Renewal Schedule

Registration Period	File By	Pay By	Plate Expires
January 1 to December 31	October 1*	December 1*	December 31
April 1 to March 31	January 1*	March 1*	March 31
July 1 to June 30	April 1*	June 1*	June 30
October 1 to September 30	August 1*	September 1*	September 30
	Late filing penalty = \$100	Late payment penalty = \$50 per truck, to a maximum of \$150.	* - First business day of the month